

Rural Municipality of Belfast

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

SPECIAL COUNCIL MEETING - MINUTES

Wednesday, May 12, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village

In Attendance:

Council:	Mayor Garth Gillis	Deputy Mayor Virginia Cooke
	Councillor Lynn Docherty	Councillor Billy Gamble
	Councillor Andy Henry	Councillor Mary Mecher-Carlson
	Councillor Joanne Vessey	
Administration:	CAO - Bob Brooks	Projects Coordinator - Jill Harris

A Special Council Meeting was called to begin the work with Council Members on the Municipal Emergency Management Plan (MEMP), as required by the ***Municipal Government Act***. This meeting followed the outlined process of the Rural Municipality of Belfast (RMB) **Bylaw # 2021-01 Municipal Emergency Management Program Bylaw**. As per Special Council restrictions, a limited Agenda was presented, as follows:

Item **Order of Business**

- Call to Order** – Council was called to order at 7:00 PM by Mayor Gillis (Chair)
- Covid-19 Considerations** –
 - As per WIADC Meeting Room limitations; the number of attendees allowed for this Meeting was limited to 21 people maximum (**7 Council, 2 Admin, 12 General Public**).
 - Additional measures taken for this meeting included:
 - Tables and Chairs treated with a disinfectant;
 - Physical Distancing of approximately 6 feet between all participants;
 - Face Masks, Gloves and Bottled Water available, and
 - A Contact Tracing List is maintained (held by WIADC).
- Declarations of Conflict of Interest** – There were no declared conflicts of interest from any Council or Administration members with any items on today's Agenda.
- Approval of Agenda**

Moved by Deputy Mayor Cooke and Seconded by Councillor Henry to approve the Agenda as presented.
Votes for: 6 Votes against: 0 Result: **Carried Unanimously**
- Municipal Emergency Measures Program (MEMP)** – The CAO gave a brief background of why we are creating a MEMP for the Municipality, the *Municipal Government Act* requirements, what we've accomplished to-date, and what we want to achieve at today's meeting. To move the MEMP project forward, RMB Council Members must now work on some next steps; specifically:

- a. **MEMP Planning Committee** – A MEMP Planning Committee Form was supplied for the meeting (*previously distributed*) and the CAO discussed the initial suggested recommendations within the document, along with the need for everyone (including the two RMB staff) to have two roles each on the MEMP Planning Committee (*no more, no less*);
- b. **Discuss Coordinator Roles** – The CAO provided a listing of each of the Roles and Responsibilities as members of the MEMP Planning Committee (*previously distributed*);
Following the discussion of the Roles and Responsibilities; attendees confirmed a recommended appointment for each role, as well as the Alternate (in some cases two). All recommendations will need to be confirmed/ratified at the next regular meeting of Council in a public meeting on May 19, 2021. The recommended appointments include the following:

#	Role	Coordinator	Alternate
1	<i>Municipal Emergency Coordinator</i>	Bob Brooks	Jill Harris
	Recommended Appointments		
2	<i>Deputy Emergency Coordinator</i>	Andy Henry	Garth Gillis
	Recommended Appointments		
3	<i>Fire Protection Coordinator</i>	Joanne Vessey	Andy Henry
	Recommended Appointments		
4	<i>Communications/Public Information Coordinator</i>	Garth Gillis	Virginia Cooke
	Recommended Appointments	and	Mary Mecher-Carlson
5	<i>Human Resources Management Coordinator</i>	Lynn Docherty	Billy Gamble
	Recommended Appointments		
6	<i>Emergency Agency Liaison Coordinator</i>	Billy Gamble	Joanne Vessey
	Recommended Appointments		
7	<i>Finance and Administration Coordinator</i>	Bob Brooks	Jill Harris
	Recommended Appointments		
8	<i>Social Services Coordinator</i>	Mary Mecher-Carlson	Virginia Cooke
	Recommended Appointments	and	Lynn Docherty

- c. **Discuss Committee and Sub-Committee Roles** – Following the suggested appointments, members discussed the need for everyone to familiarize themselves with their roles on the MEMP Planning Committee, and to start thinking about other people that they may wish to consider for the Role’s Sub-Committee;
- d. **Discuss Sub-Committee Structure** – It was noted that while it was recommended that the Coordinator of each Role, take on the duties of Chair of the related Sub-Committee, it’s not necessary. That said, the Coordinator will still be the person that reports to the MEMP Planning Committee. It was also suggested that the Sub-Committee, while made up of the Coordinator and the Alternate(s) of each Role, should include no more than five members. Less than five if desired, and more than five if felt necessary; and
- e. **Next Steps for next meeting** – The CAO talked about the fact the once completed, the MEMP, as well as the MEMP Planning Committee, will carrying on as one of the regular duties of the Council and Municipality, from one Council to the next. That said, the process of developing the MEMP should only take approximately six months; a process taken in small monthly chunks. The next meeting goals are to:

- i. **Discuss the designation of a MEMP Operations Centre** – in times of an emergency/when the MEMP is activated. An alternate location should also be identified, should the first location be compromised during an emergency;
- ii. **Discuss the Establishment of the various Sub-Committees**; and possible suggestions for members. It was noted that if administrative support is required for any of the Sub-Committees; that can be provided; and
- iii. **Development of a Resource List** – To assist members in their brainstorming for Sub-Committee members and various resources that might be available within our Municipality. Jill Harris provided everyone with forms that might help them keep track of their ideas. Jill will also send everyone an electronic copy of the 10-Step PEI Emergency Measures Organization booklet for setting up and operating a MEMP. An Operations Binder will also be created for each Sub-Committee.

6. **Next Scheduled Meetings:**

- a. **Regular Council Meeting** – the next Council meeting is scheduled for Wednesday, May 19, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village; and
- b. **Special Council MEMP Planning Committee Meeting** – is scheduled for Wednesday, June 9, 2021.

7. **Adjournment** – As there was no further business...

Moved by Councillor Andy Henry to adjourn the meeting at: 8:09 PM.

Minutes Approved on: **May 19, 2021**

Signature and Seal on File

Mayor Garth Gillis

Signature and Seal on File

CAO Bob Brooks

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